



# Maricopa County Waste Disposal & Manifest Tracking

To be completed by the generating department as a means of complying with Federal and State record keeping regulations

Please print or type information

<b>Generating Department</b>			
<b>Date Waste Sampled</b>			
Employee observing removal			
Phone no.			
Firm sampling waste & phone no.			
Manifest no.			
Firm employee sampling waste			
Lab performing analysis			
Lab results		hazardous? Y / N	non-hazardous? Y / N
Results reviewed by		confirmation memo?	Fax: e-mail:
Reviewer's phone no.			

<b>Date Waste Manifested for Shipping and Removed</b>			
Employee signing for County			
Copy of signed manifest attached?		Y / N	
Employee phone no.			
Firm transporting waste & phone no.			
Manifest number			
Transport firm employee			
Records manager for dept			

<b>DISPOSAL INFORMATION</b>			
<b>Date Records Manager received manifest documents</b>			
<b>45-day limit</b>			
Disposal facility			
Date received by disposal from manifest		Copy attached?	Y / N
Date final copy received by dept.			
Date tracking sheet copied to HAZMAT Coordinator - Safety			

# Maricopa County Waste Disposal & Manifest Tracking

The purpose of this form is to provide the County with a means of tracking waste manifests and to comply with various Federal and State record keeping regulations.

This form is to be completed by the generating County department. It is divided into 3 sections - waste sampling and testing, initial manifesting and shipping, and final disposition. It has been developed for manifesting BOTH hazardous and non-hazardous wastes generated by the County, and requires that the appropriate form established by US DOT and EPA be attached. **NOTE: Every waste manifest will have a unique manifest number. No manifest may be reused for other waste shipments. Each waste shipment should have a separate profile analysis.**

The form was created to be a checklist with places for names/signatures, dates, and notes that indicate who signed the manifest on behalf of the County. In particular, it indicates when the waste was picked up, the dates of analysis and County review, the date for signing the manifest over to the transporter which in turn triggers the due date for receiving the final copy from the disposal site, and the date the final copy was received by the generating County department. When used, it should provide a summary for the waste removal, transport and disposal events, as well as insure that appropriate copies of paperwork are retained and that County management has conformed to the regulations.

Please note that waste transport firms will either:

- sample and test the waste contents for hazardous properties prior to waste removal or
- will pump and hold the contents in a separate tank (which may be in their yard), perform the analysis, and then ship the wastes for disposal.

If you have ANY questions, please contact Risk Management at one of the following numbers:

- Safety - Grant Ingram, HAZMAT Consultant, 602-506-7179
- Safety - Milli Lee, Loss Control Consultant, 602-506-8654
- Environmental - Hugh Larkin, Environmental Consultant, 602-506-2891
- Environmental - Rita Neill, Environmental Consultant, 602-506-5063